

Department of Journalism and Mass Communication
Television and Radio Studio Operating Rules and Procedures

Facilities

Television and Radio Studio is a dedicated lab for the students of the Dept. Journalism and Mass Communication. The mission of TV and Radio Studio is to provide access to the medium of Television and related technologies, including production facilities to the students for their learning and training purposes. It is our goal to foster community and maintain a workplace in which all the students of Journalism and Mass Communication and other teachers of the Maharshi Dayanand University are welcome and able to work and collaborate productively. These facilities currently include:

1. Recording Studio
2. Non-linear Editing

Use of TV and Radio studio facilities is solely for the purpose of the practical component of the students of Journalism and Mass Communication as per their curriculum. Any other use of studio facilities will be considered rental, and will be subject to the current rate card and Financial Norms for the Development of MOOCs for SWAYAM, Department of Higher Education, Ministry of Human Resource Development, and the Government of India, dated 4th December, 2017 (Annexure 1).

The Department also offers its facilities to the teaching community of the university to develop its educational video content. In that case, the following guidelines will be observed in order to utilize TV & Radio Studio of the Dept. of JMC.

Production of Educational Content:

The TV and Radio studio offers its facility to the faculty members of Maharshi Dayanand University (Rohtak) to prepare educational video content in the form of video lectures. The following guidelines are applicable to the teacher concerned intended to make create educational video content/lecture:

1. Any faculty member of Maharshi Dayanand University, Rohtak, willing to record his/her video lecture will submit a request through his/her concerned Head of the Department to the Head Department of JMC/Coordinator TV and Radio Studio along with soft copies of MS Word file and PPTs One Week prior to the intended production date. Facilities are available to the faculty members by appointment only, and staff availability.
2. If the lectures are funded by any agency, the rates of that funding agency will be applicable. It will be the responsibility of the teacher to submit all the details of the project along with his request.
3. If the lectures are not funded by any agency or any National Coordinators for Developing MOOCs under SWAYAM etc. the post-production cost will be applicable as per the Financial Norms for the Development of MOOCs for SWAYAM, Department of Higher Education, Ministry of Human Resource Development, and the Government of India, dated 4th December, 2017 and will be made from university budget head.

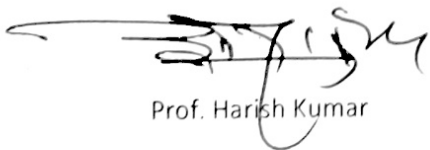


4. The schedule of the recording will be decided by Coordinator, TV and Radio Studio In consultation With HOD, JMC .
5. A Pre- production Meeting will be conducted with the concerned teacher prior to the Scheduled date for recording in the T.V Studio.
6. The concerned teacher should reach at least 15 minutes advance in studio.

Code of Conduct:

The conduct and discipline rule of Maharshi Dayanand University shall apply to all the students and employees.

1. The following are not permitted:
 - a. Disruptive, hostile, abusive or threatening behaviour or language.
 - b. Any form of harassment.
 - c. Disregard of staff authority
 - d. Commercial activities, advertising, sales or solicitation
 - e. Misrepresentation or intent to commit fraud
 - f. Unauthorized possession of weapons.
 - g. Use of alcohol, smoking or open flames.
 - h. Food or drink except in permitted areas
 - i. Shoes inside the studio.
 - j. Unsafe behaviour .
 - k. Misuse or unauthorized use of resources.
 - l. Unauthorized tampering with equipment, wiring etc.
 - m. Recording without the permission of the competent authority.
 - n. Any activity considered a crime in Indian Law.
2. The visitors and guests are responsible for their own safety while using the equipment of the Radio Studio.
3. Staff is responsible for facilitating a professional working atmosphere at TV and Radio Studio. Staff is directed to use its discretion in either attempting to quickly remediate non-permissible conduct or to ask a non-responsive student/employee/visitor to leave the premises.



Prof. Harish Kumar

(H.O.D, JMC)



Er. Nageshwar Nath

(Chief Consultant)

(T.V & Radio Studio)



Dr. Naveen Kumar

(Coordinator)

TV and Radio Studio
Dept. of Journalism and Mass Communication

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